

Michigan Department of Health and Human Services
Bureau of EMS, Trauma, & Preparedness
Emergency Medical Services Section
P.O. Box 30207
Lansing, MI 48909
517-241-0179
Website: www.michigan.gov/ems

MICHIGAN EMS IC EXAM RESERVATION FORM

Name: _____ S.S. #: _____
Address: _____ Daytime phone: _____
_____ Email Address: _____

Initial Test: This form **MUST** be submitted with your Instructor Coordinator (IC) application packet for licensure. The exam cannot be scheduled until **BOTH** documents are received and approved.

Retest: This form may be faxed to 517-335-9434 or emailed to NethawayC@michigan.gov. The IC application for licensure is kept on file in the EMS office for up to 2 years; **no additional IC application or fee** is required for retesting.

All IC Tests: The application form must be received by the department prior to the first day of the month in which the exam is scheduled. (Example: The application for the Jan 15th exam, must be received by Jan. 1st)

Program Sponsor: _____ **Course Completion Date** _____

Check one: ☐ Initial Exam
☐ Retest

A confirmation email will be sent notifying you of the date of your exam.

Please indicate 3 choices of exam date and times listed below in order by preference. (Example: 1, 2, 3)

Available Examination Dates:

January 17, 2017	NO TEST	July 18, 2017	NO TEST
February 21, 2017	<input type="checkbox"/> 9 a.m. <input type="checkbox"/> 12 p.m.	August 15, 2017	<input type="checkbox"/> 9 a.m.
March 21, 2017	<input type="checkbox"/> 9 a.m. <input type="checkbox"/> 12 p.m.	September 19, 2017	<input type="checkbox"/> 9 a.m. <input type="checkbox"/> 12 p.m.
April 18, 2017	<input type="checkbox"/> 12 p.m.	October 17, 2017	<input type="checkbox"/> 12 p.m.
May 16, 2017	<input type="checkbox"/> 9 a.m. <input type="checkbox"/> 12 p.m.	November 21, 2017	<input type="checkbox"/> 9 a.m.
June 20, 2017	<input type="checkbox"/> 9 a.m.	December 19, 2017	<input type="checkbox"/> 9 a.m.

The IC exams will be held at the Division of EMS and Trauma office, located at 1001 Terminal Road, Lansing, MI, 48906.

NOTE: Official picture ID (i.e. driver's license, military ID, State Police ID) and the confirmation letter are required to take the IC exam.